

Edge Guide, 19-Hole

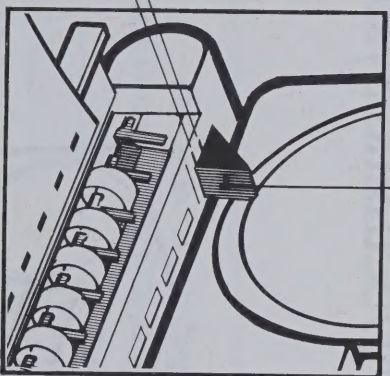
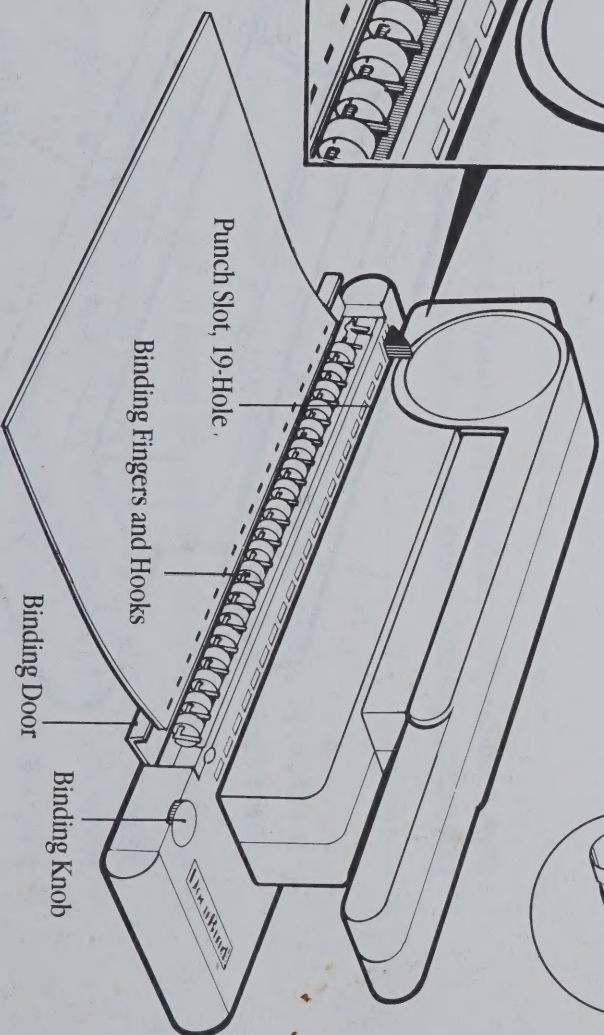
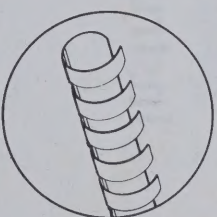
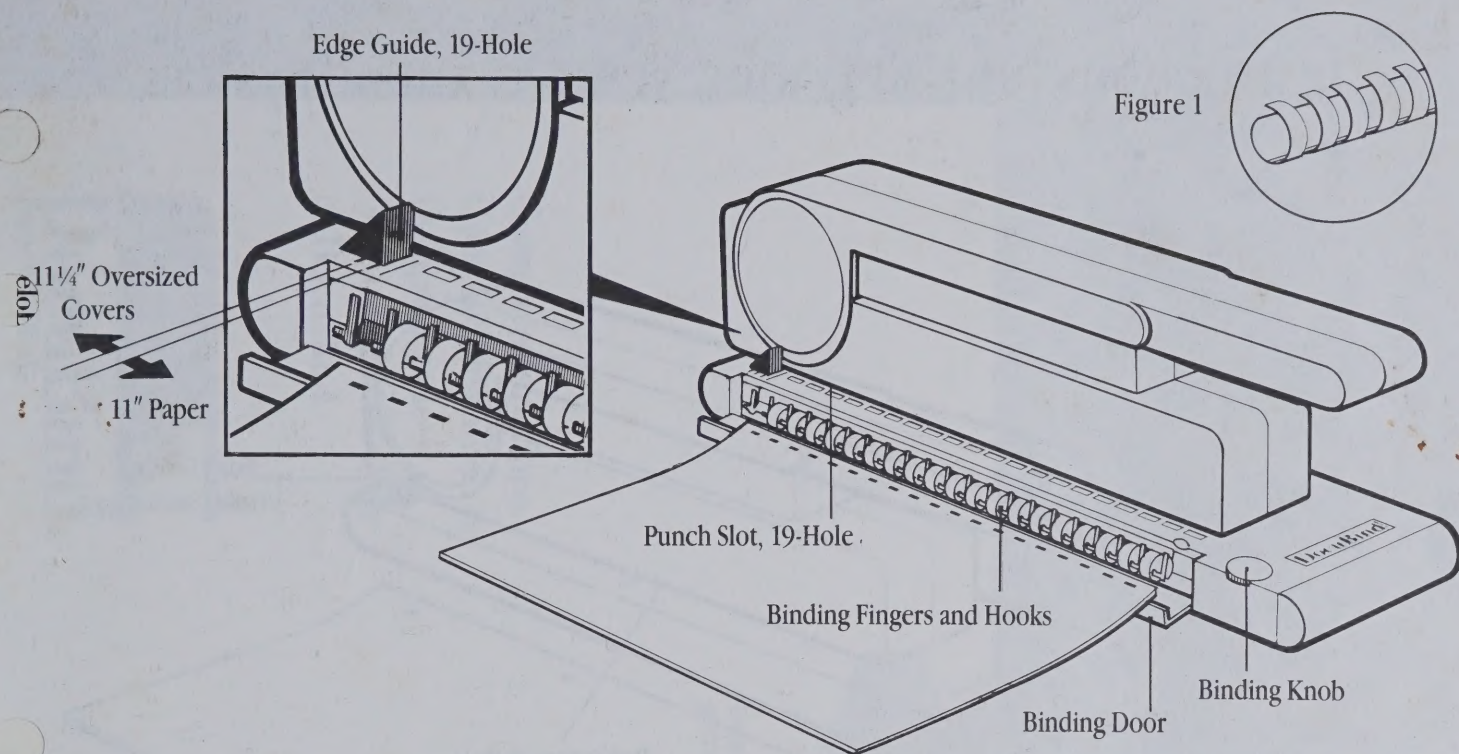


Figure 1



# Plastic-Comb Punching and Binding

Punch:



## Plastic-Comb Punching and Binding

### Punch:

1. The edge guide should be set in the forward position for  $8\frac{1}{2}'' \times 11''$  paper, and in the back position for  $11\frac{1}{4}''$  oversized covers.
2. Raise handle to the most upright position. Place up to 15 sheets of paper\* into punch slot marked with small rectangles. Paper should be against the edge guide, and completely in the punch slot.
3. Press handle down to punch. Lift handle to remove paper.

\*Standard 20 # paper. This product is designed to punch single sheets of DocuBind 10 mil transparent cover as supplied by VeloBind. You may punch two sheets of VeloBind composition or linen cover.

### Bind:

1. Choose a plastic spiral comb (up to  $\frac{5}{8}''$ ). Combs should be  $\frac{1}{8}''$  larger than your document thickness.
2. Flip down the binding door. Position the plastic comb so rings are open side up (see Figure 1), with the spine of the comb behind the binding fingers.
3. Allow the comb to fall all the way down between the binding fingers. Then push the comb to the right until the hooks of the binding fingers are inside the rings of the plastic combs.
4. Open comb by turning binding knob clockwise. Place covers and paper on the comb and close by turning the binding knob counter-clockwise.

**Important!** Close moveable binding hooks completely before closing binding door.



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**Important! Close moveable binding hooks completely before closing binding door.**

**Heavy-duty  
3-hole punch**

**Easy-to-use  
plastic-comb binder**

**Rugged 19-hole punch**

**Compare functions.  
Compare features.  
Compare prices.  
Nothing comes close  
to DocuBind.**



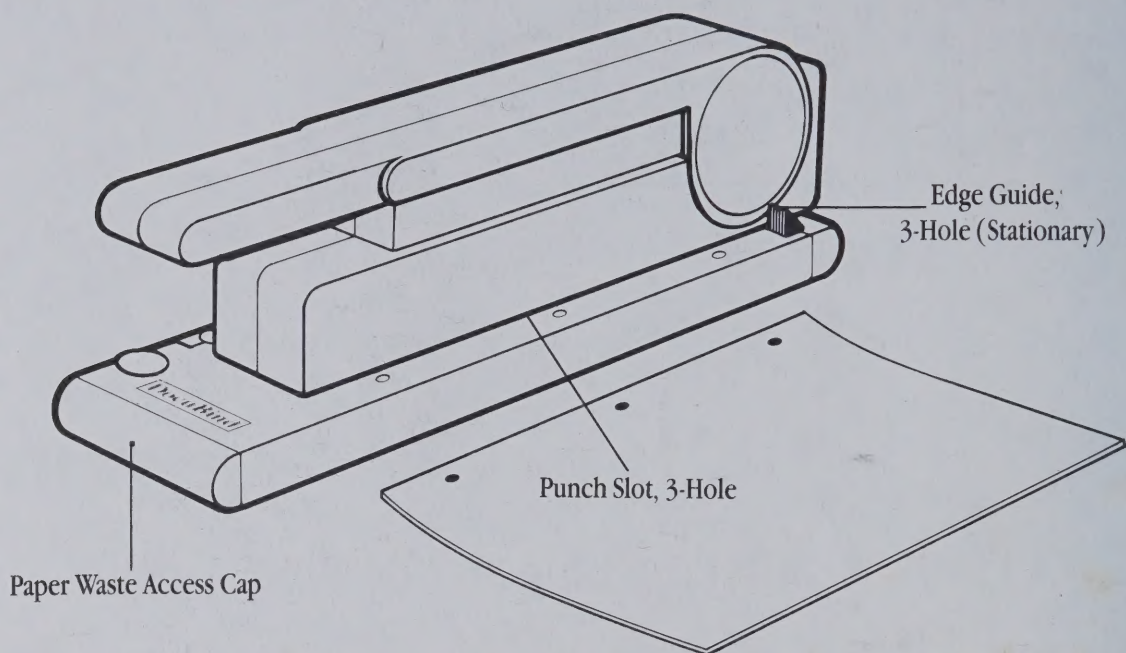
**DocuBind™**

From VeloBind®

**VeloBind Incorporated,  
Fremont, CA 94539**

**©1990 VeloBind Inc.  
# 55024/70K/4-90**

# Instructions for Using Your New DocuBind System



## 3-Hole Loose-Leaf Punching

1. Raise handle to the most upright position.
2. Neatly stack up to 30 sheets of paper\*. Using the surface marked with small circles, slide the paper completely into the punch slot and against the edge guide.
3. Press the handle down to punch. Lift handle to remove paper.

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**Important! Remove paper waste frequently.** Hold front edge of DocuBind over waste basket, remove front cap and shake. Opening handle may help relieve congestion.



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## Bind:

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2. Flip down the binding door. Position the plastic comb so rings are open side up (see Figure 1), with the spine of the comb behind the binding fingers.
3. Allow the comb to fall all the way down between the binding fingers. Then push the comb to the right until the hooks of the binding fingers are inside the rings of the plastic combs.
4. Open comb by turning binding knob clockwise. Place covers and paper on the comb and close by turning the binding knob counter-clockwise.

**Important!** Close moveable binding hooks completely before closing binding door.



**DocuBind: more than a binding system for a whole lot less.**

Now you can have the convenience of a complete plastic-comb punching and binding system *plus* a 3-hole punch in one heavy-duty, portable, easy-to-use office machine. DocuBind. It does everything two machines will do at a fraction of the cost.

**Professional-looking documents anytime, anywhere.** No last-minute runaround. No worries. With DocuBind, anyone in any department, small or medium-sized business, desktop publishing group or home office can create clean, attractive, comb-bound reports, proposals or presentations whenever they're needed.

Paper Capacities	
30 Sheets	3-Hole Punch
15 Sheets	19-Hole Punch
112 Sheets	Comb Binding

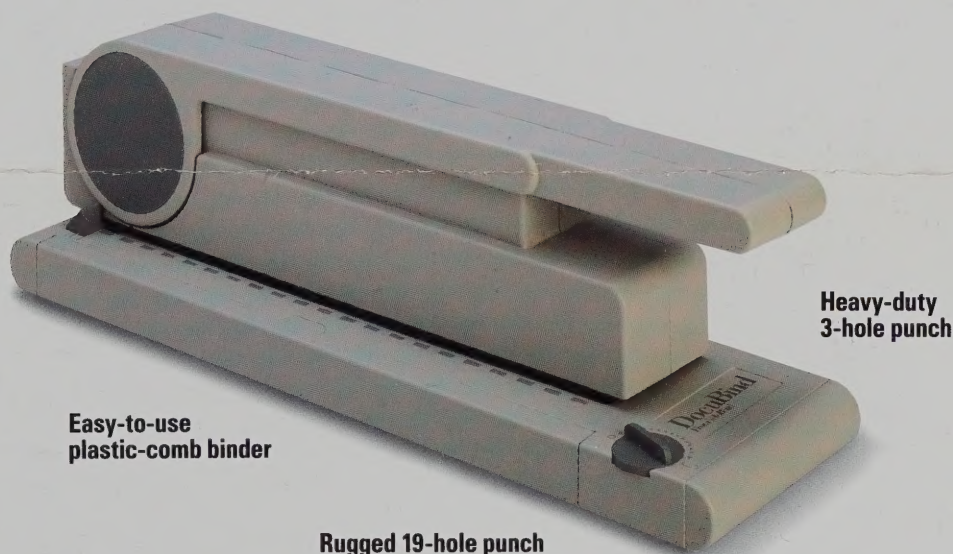
**Durability and simplicity.**

Solid, mar-resistant casing outside. Rugged steel construction inside. DocuBind is built to stand up to years of heavy-duty office use. And it's easy to use, with such features as an exclusive punching mechanism that requires only half the force of ordinary punches.

**A great cover story.**

DocuBind works with any standard covers and plastic combs (up to 5/8"). For a variety of professional colors, ask for the distinctive line of matching combs and covers from VeloBind.

For international markets, DocuBind features a 4-hole punch and 21-hole plastic-comb punching and binding system.



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Heavy-duty 3-hole punch

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## WARRANTIES

# DocuBind™ Warranty

The equipment is intended for use in punching and binding paper pages according to the instructions provided by VeloBind. The Purchaser will be responsible for assuring the proper use, management and supervision of the equipment and agrees that VeloBind will not be liable for any damages caused by Purchaser's failure to fulfill these responsibilities.

### 1. SERVICE AND PARTS

For ninety (90) days commencing on the equipment purchase date, VeloBind will maintain each DocuBind in good working order at no charge to the Purchaser. It will be VeloBind's option whether to make necessary adjustments, repairs and parts replacements. All replaced parts will become the property of VeloBind on an exchange basis.

Service pursuant to this warranty as required at any time will normally be furnished by VeloBind's nearest point of service or resident location. Service outside the scope of this warranty will be furnished at VeloBind's established rates and terms then in effect.

### 2. PARTS

For ninety (90) days commencing on the date of purchase, VeloBind warrants each DocuBind to be free from defects in material and workmanship. VeloBind's obligation is limited to furnishing, on an exchange basis, replacements for parts which have been promptly reported by the Purchaser as having been, in his/her opinion, defective and are so found by VeloBind upon inspection.

### 3. LIMITATIONS

The foregoing Warranties will not apply if adjustment, repair or parts replacement is required because of accident, neglect, misuse, transportation or causes other than ordinary use following the date of purchase, or if the equipment is serviced by unauthorized personnel. VeloBind shall not be responsible for failure to provide service or parts due to causes beyond its control. VeloBind shall not be required to adjust or repair any DocuBind which would be impractical to adjust or repair because of alterations in such DocuBind, its connection by mechanical or electrical means to any other machine or device or if such DocuBind is located outside the United States. VeloBind will not be liable for personal injury or property damage except personal injury or damage caused by VeloBind's negligence. VeloBind shall in no event have obligations or liabilities for consequential damages.

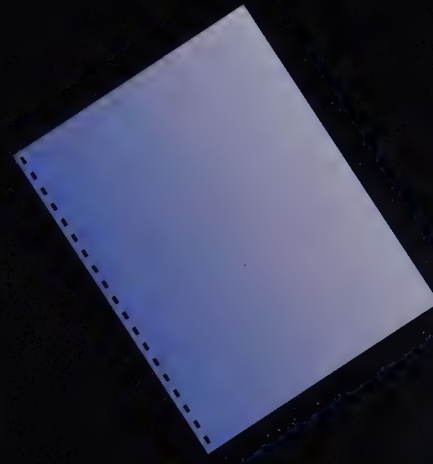
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Introducing  
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comb binding  
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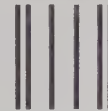
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RETAIN FOR YOUR RECORDS



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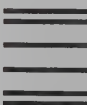
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# IMPORTANT . . .

Before binding, make sure the plastic comb is placed all the way down and to the right. This places the rings of the comb inside the hooks of the binding fingers.

**\*\***For large combs, push down firmly and evenly to properly seat. Then push firmly to the right before turning the binding knob.

More detailed instructions are enclosed.



## Customer Warranty Record for DocuBind™

Complete the information requested on the attached card and return it to VeloBind, Inc. All equipment should be registered in order to validate the warranty and receive prompt adjustments and/or replacement parts on your unit during the warranty period. This Warranty Registration card must be received by VeloBind within thirty (30) days of delivery in order to validate this warranty.

PURCHASED FROM \_\_\_\_\_ DATE PURCHASED \_\_\_\_\_

COMMENTS \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

RETAIN FOR YOUR RECORDS

P/N 12000200

## Please Take a Moment to Help Us Know You Better.

To give us an idea who uses DocuBind™ and to keep you abreast of new developments, we need your help. Please take a moment to answer these brief questions (we welcome your comments and suggestions) and return this prepaid postcard to us. You'll be validating your warranty at the same time.

NAME \_\_\_\_\_

COMPANY NAME \_\_\_\_\_

ADDRESS \_\_\_\_\_

CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_

TELEPHONE \_\_\_\_\_

WHERE PURCHASED: \_\_\_\_\_

Dealer Name \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Date purchased \_\_\_\_\_ Purchase price \$ \_\_\_\_\_

Did the machine arrive in good condition? Yes \_\_\_\_\_ No \_\_\_\_\_

Did the machine function properly when first used? Yes \_\_\_\_\_ No \_\_\_\_\_

Type of business (if applicable)

☐ Service ☐ Distribution ☐ Manufacturing ☐ Other \_\_\_\_\_

Number of people who work in your office (if applicable):

☐ 1-10 ☐ 11-25 ☐ 26-50 ☐ Over 50

Number of people you expect will use the system besides you:

☐ 1-3 ☐ 4-10 ☐ More than 10

What is your age? (check one)

☐ Under 18 ☐ 19-35 ☐ 36-54

☐ 55-70 ☐ 70 plus

Comments/Suggestions \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Customer Signature/Date \_\_\_\_\_

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